

UNITED STATES GOVERNMENT

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# Memorandum

TO : DTR  
C/OS/TR

DATE: 15 March 1965

FROM : CC/OS/TR

SUBJECT: Weekly Activities Report #5  
1 March - 14 March 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. TRAINING CONDUCTED

1. During the period of this report, [ ] conducted a total of eleven programs involving thirty trainees plus an indefinite number of trainees under the [ ] TDY program. During the period, three programs were started and five were completed.

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2. During the period of this report, [ ] conducted one program involving one trainee.

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C. PROJECTED ACTIVITIES

1. [ ] has a total of twenty-two programs scheduled to start between 8 March and 18 October 1965.

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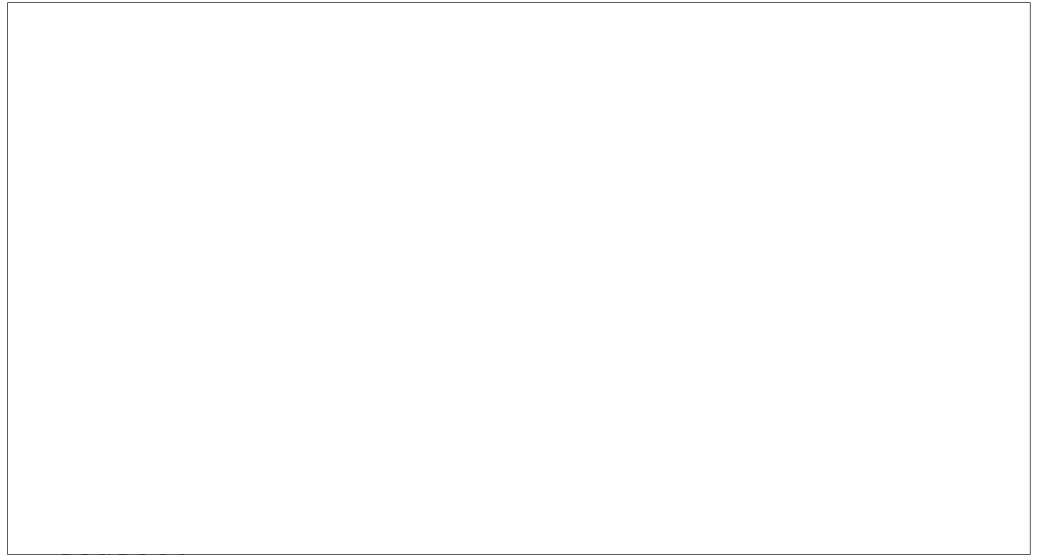
2. [ ] has a total of four programs scheduled to start between 8 March and 22 March 1965.

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D. COMMENTS ON TRAINING PROGRAMS

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2. [ ] has completed the second phase of the instructor's course for [ ] personnel. 25X1  
The third phase (Counterintelligence) now follows immediately (15 to 26 March). The seminar method has proved to be the best approach to this program. The response of the participants is excellent and Chief/[ ] 25X1  
has expressed his complete satisfaction.

E. OTHER ACTIVITIES

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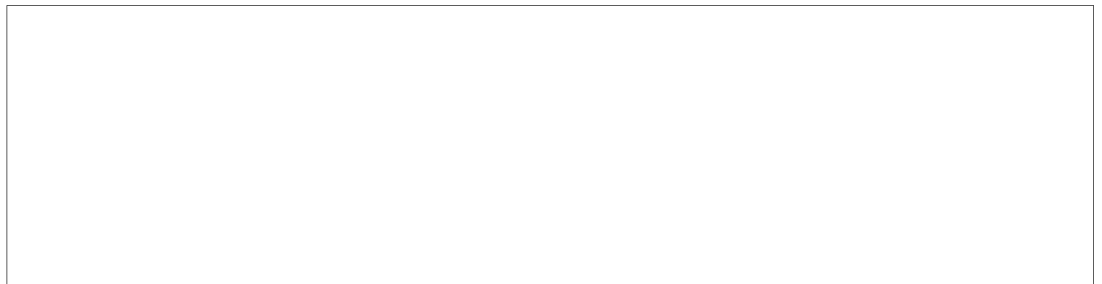
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1. Chief/Covert Training, spent three days at [ ] during the first week of March. Chief/ [ ] and members of his staff provided an excellent briefing, coupled with a tour of [ ] safe sites. The [ ] training programs appear to be running smoothly and personnel morale is high. 25X1

F. PERSONNEL

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1 March 1965

MEMORANDUM FOR: Chief, Operations School

SUBJECT : Biweekly Activities Report No. 5  
16 February - 1 March 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Support Services Course No. 1

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Support Services Course No. 1 is in its sixth week. The visit to [ ] was very successful, both from the academic and the extra-curricular standpoint. On 23 February the course moved from Headquarters Building to 1000 Glebe, where it began a revised version of the Budget and Finance Course. [ ] handled the first week of the instruction. [ ], Chief Instructor, reports this phase of the training is going as well as the preceding four weeks. [ ] is now working on the scenario <sup>and</sup> problems for the final comprehensive problem.

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2. Chiefs of Station Seminar No. 2

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COS Seminar No. 2 began on 23 February in Room 1A-13, Headquarters.

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[ ] who was enrolled in the course, was withdrawn.

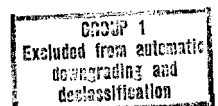
[ ], WH, is auditing the course. [ ], AF, is taking the first week of the course and will be enrolled in the next presentation for the final two weeks. [ ], WH, is enrolled for the final two weeks of the course. There are nine full-time students. The course was introduced by [ ], who was followed by [ ]. On the opening day of the course [ ] also made a presentation on his experiences as a chief of station.

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3. Counterintelligence Familiarization Course No. 46

25X1 CI Fam No. 46 began on Monday, 1 March. A total of eighteen students are enrolled. This is an especially large enrollment. 25X1 [ ] said he could accommodate the extra students. The course got off to a poor start because of a mix-up in room arrangements. Although the course was scheduled to be presented in Room 503, we found that [ ], Intelligence School, had moved his Intelligence Production Course in and had not so informed the Registrar. CI Fam was moved at the last minute to Room 401, but will be unable to stay there for the entire course.

4. Information Reporting, Reports and Requirements Course No. 53

On 1 March IRRR No. 53 began with a total of eight students, among whom are three branch or desk reports officers.

5. Clandestine Services Name Checks Course No. 1

25X1 CSNC No. 1 was presented in Room 1A-07, Headquarters, from 18 - 25 February. A total of twenty-two students were enrolled. According to [ ], Chief Instructor, this pilot course went off exceedingly well. A detailed course report will be sent to the DTR.

6. Other Activities

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C. OPERATIONS SUPPORT FACULTY

1. Budget and Finance Course No. 54

B&F Course No. 54 with an enrollment of seven students started Monday, 15 February 1965. Because of the Support Services Course (see para B 1 above), B&F No. 54 had to move to another room in mid-course.

2. Other Items

a. At the request of the Office of Security, [ ] pre-sented Dispatches and Cables to the Security Officers Field Course No. 15 on 16 February, 0900-1530. 25X1

25X1 b. [ ] notes that the time she can devote to monitoring the IRRR Course beginning 1 March will be severely restricted the first week. She is scheduled to teach Foreign Travel in the JOT Support Course from 1300 hours 1 March to 1500 hours on 2 March, and the Budget and Finance Course from 0900 hours on 3 March to 1200 hours on 4 March, with a critique of the B&F Test Problem at 1400 hours, 5 March.

25X1 c. [ ] met with [ ], Intelligence Orientation Faculty, on 17 February to obtain the reading list used in their "American Thesis" program. A definitive list by subject matter is in the draft stage and will be forwarded to us when completed. We plan to make the list available to our students for those who may wish to better equip themselves as Americans going overseas. 25X1 [ ] said he appreciated our "missionary spirit" in this field.

25X1 d. [ ] has met with the Support or Training Officers of NE, WH, AF, and RID prior to formulating the long range schedule. The results will be forwarded to the DTR under separate cover.

D. ADMINISTRATION

1. On 16 February a complete inventory of regulatory issuances used in all courses of Headquarters Training was forwarded to C/TAS with a request that they be reviewed for their validity.

2. On 16 February a revised description on all Headquarters Training courses was forwarded to AIB/R/TR in order to update the OTR Catalog.

[ ]  
Chief, Headquarters Training

25X1

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# Memorandum

TO : Director of Training  
THRU : Chief, Operations School, OTR  
FROM : Chief, Training Assistance Staff,  
Operations School

DATE: 1 March 1965

SUBJECT: Bi-weekly Activity Report #5  
16 February-1 March 1965

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

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2. WAR COLLEGE LECTURE:

Through our liaison with [ ] of the NWC facility, we obtained for the Brazil Desk a loan copy of the lecture on Brazil by Ambassador Lincoln Gordon. The Desk found it such an excellent briefing piece for prospective field assignees that they have asked us to get them some permanent copies.

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4. COVERT TRAINING KITS:

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Covert Training's request for 15 copies each of 33 [ ] training papers (mostly SG's and RR's) was forwarded to [ ]. This material is to be used in the Covert Training instructor's background kits made up in 1960. We were unable to identify some of the items as they have been replaced during the past four or five years.

5. TRAINING MATERIALS FORWARDED:

<u>To the Clandestine Services:</u>	19
	25X1
AF, 2; EE, 10; WH, 4; [ ] 1; CI Staff, 2.	

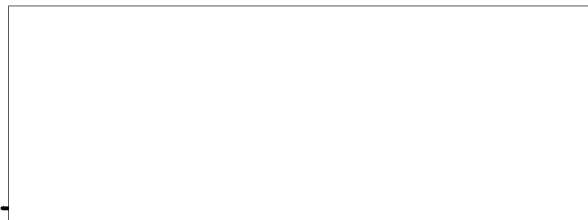
<u>To Other Agency Components:</u>	24
Security, 6; DDI/ORR, 1; DDS&T, 16; Medical Services, 1.	

<u>To OTR:</u>	25X1	246
CC/OS, 55; CH/OS, 16; [ ] 163; SIC, 2; Intelligence School, 10.		

<u>Other Government Agencies:</u>	4
USAINTS, 4.	
TOTAL	293

C. ADMINISTRATIVE:

The Monthly Report to the DDS is attached.



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**SECRET**ATTACHMENT

1 March 1965

MONTHLY REPORT FOR THE DDS:

The following figures represent items of training materials distributed by the Training Assistance Staff, Operations School, OTR, to various components of the Agency and other Government agencies during the period 1 through 28 February 1965:

<u>DIVISION</u>	<u>FOR HEADQUARTERS</u>	<u>FOR THE FIELD</u>
AF		35
A&E	1	
CI STAFF	4	
DDS&T	2	
EE	3	9
FE	3	2
Medical	1	
ORR	3	
OTR	101	242
SECURITY	11	
<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div>	1	
WE	3	
WH	5	4
ARMY	4	
TOTAL:	142	292
GRAND TOTAL:	434	

25X1

Items requested from Clandestine Services and routed to other OTR components - 13

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Attachment to Biweekly Report No. 5

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The comments solicited to date are representative of prime users of the Operations Support and Budget and Finance Courses. The WE Division sent 4 students to the last 6 Budget and Finance Courses, and 9 to the last 7 Operations Support Courses. However they make greater misuse of the Administrative Procedures Course as 15 clericals scheduled for overseas assignments were enrolled in the last 6 Administrative Procedures Courses.

Items discussed included the following:

1. Whether the sequence of Operations Support followed by Budget and Finance then Commo 101 without breaks remained a requirement.

- The Area Divisions were unanimous in wanting this continued.

2. Possibility of eliminating one or two Budget and Finance Courses due to the low enrollment in two out of the last six courses, and if so, the time of year.

- The elimination of the one Course in December.

3. Have the Administrative Procedures continue to run ten working days. Where holidays occur the Course would be extended to the following Monday.

- All agreed.

4. In planning a summer break of six weeks, was the preference to start 1 July or 15 July.

- 15 July was preferred.

The need to emphasize instruction on the preparation of vouchers, including date of expenditures and detailed information. The preparation of vouchers by the student has been included in the Course. How to pay and record supplemental housing allowances, subsidy and operational loans.

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*summary salient points in this  
page - a bag for W*

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